

## MSS Exception

---

### MSS QUICK REFERENCE GUIDE



THE UNIVERSITY  
OF ARIZONA

SYSTEMS CONTROL | University Services Building, Rm. 401  
LAST UPDATE: APRIL 14, 2015

**TABLE OF CONTENTS**

---

1. Guide Overview .....	3
2. Requesting an MSS Exception.....	3
3. Email Instructions.....	3
3.1 Navigation – MSS Exception Request.....	3
3.2 Creating the Request .....	3
3.3 Authorization Number .....	3
3.4 Transaction Type .....	3
3.5 Employee Information .....	4
3.6 Dept Information .....	5
3.7 Description of the Change.....	5
3.8 Justification (Reason) .....	5
3.9 Attachments.....	6
3.10 Submit for Approval .....	6
4. Revision History .....	7

## 1. GUIDE OVERVIEW

This guide outlines the process to initiate a Manager Self Service (MSS) Exception request in [UAccess Employee](#). The MSS Exception request may be used in limited situations to process transactions that may not be supported by regular MSS forms. Systems Control manages and assigns the transaction numbers required to access the MSS Exception page.

## 2. REQUESTING AN MSS EXCEPTION

Contact Systems Control at 621-3664 to request an MSS exception. The request will be activated and an activation number assigned at the time the contact is initiated.

## 3. EMAIL INSTRUCTIONS

Systems Control will email instructions for accessing and creating the MSS Exception request.

### 3.1 NAVIGATION – MSS EXCEPTION REQUEST

Manager Self Service>MSS Online Forms>MSS Exception > Request MSS Exception

### 3.2 CREATING THE REQUEST

- Click the radio button to **Create New Exception Request**.

### 3.3 AUTHORIZATION NUMBER

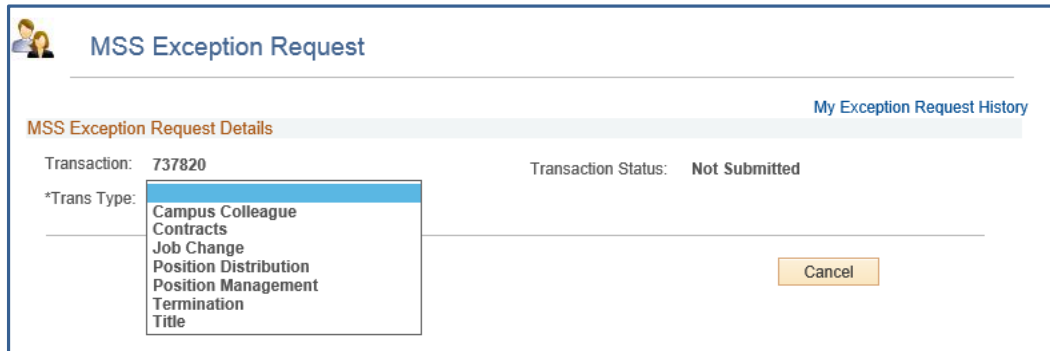
The authorization number is created when Systems Control activates the request and is immediately available.

- Click on the **Authorization Nbr** link.

Authorization Nbr	Authorizing NETID	Authorization Date
737806	RUIZJ	04/13/2015

### 3.4 TRANSACTION TYPE

- Select the appropriate Transaction Type from Drop down menu
  - Campus Colleague
  - Contracts
  - Job Change
  - Position Distribution
  - Position Management
  - Termination
  - Title



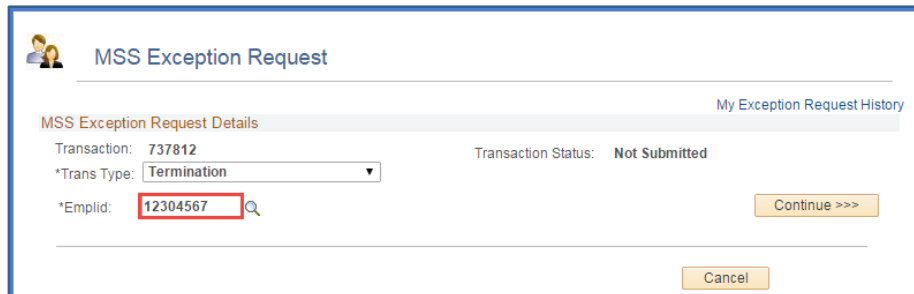
The screenshot shows the 'MSS Exception Request' form. At the top left is a user icon and the title 'MSS Exception Request'. Below this is a horizontal line and a link for 'My Exception Request History'. The main section is titled 'MSS Exception Request Details'. It contains the following fields: 'Transaction: 737820', 'Transaction Status: Not Submitted', and '\*Trans Type:'. The '\*Trans Type' field has a dropdown menu open, listing the following options: 'Campus Colleague', 'Contracts', 'Job Change', 'Position Distribution', 'Position Management', 'Termination', and 'Title'. A 'Cancel' button is located to the right of the dropdown menu.

### 3.5 EMPLOYEE INFORMATION

---

Exception requests are assigned to the individual's UAccess Employee record for all transaction types excluding Position Management and Position Distribution (they are associated with positions).

- To assign the exception to the employee's MSS record
  - Enter the individual's Emplid  
OR
  - Click on the magnifying glass



The screenshot shows the 'MSS Exception Request' form. At the top left is a user icon and the title 'MSS Exception Request'. Below this is a horizontal line and a link for 'My Exception Request History'. The main section is titled 'MSS Exception Request Details'. It contains the following fields: 'Transaction: 737812', 'Transaction Status: Not Submitted', '\*Trans Type: Termination', and '\*Emplid: 12304567'. The '\*Emplid' field is highlighted with a red box, and a magnifying glass icon is visible next to it. A 'Continue >>>' button is located to the right of the '\*Emplid' field. A 'Cancel' button is located at the bottom center of the form.

- Look up the employee by Last Name/First Name
  - Enter the employee's Last Name/First Name
  - Click on the **Look Up** button

- The last name/first name search will return names that meet the criteria
- Click on the EmplID link that corresponds with the employee’s name

EmplID	Last Name	First Name	UA Title	Department	Payroll Status
1 12304567	CARTER	LUCILLE	Program Coordinator, Senior	0020	A

### 3.6 DEPT INFORMATION

Routing rules from the regular MSS transactions such as job data and the **Deptid for routing** entered determine the workflow for the exception request.

- Enter the **Dept ID # for Routing**

### 3.7 DESCRIPTION OF THE CHANGE

- Enter the description that identifies the change requested

### 3.8 JUSTIFICATION (REASON)

- Enter the detailed reason for the exception.

*Note: Exceptions are not limited to error corrections; therefore, the justification may be that the process is not available in MSS.*

*Request Justification:	Wrong date given for termination date on student employee rollover worksheet
-------------------------	--




### 3.9 ATTACHMENTS

---

Attach the required documentation for the transaction. This may be a PAF (Personnel Action Form), Emeritus Award Letter, etc.

1. Click the **Add Attachment** Link
2. Click the **Browse** button and navigate to your saved document to upload
3. Select the appropriate file
4. Click **Upload**

Required Attachment: Termination Report

Attachments			Personalize   Find   View All      First  1 of 1  Last
	View Attachment	Description	Attached File
<input type="radio"/>	View Attachment	Emeritus_Status.docx	Emeritus_Status.docx

### 3.10 SUBMIT FOR APPROVAL

---

Click the **Submit** button to complete the transaction for routing and approvals.

*Note: The document will not be saved or submitted if the **Exit** or **Return to Search** buttons are selected prior to clicking on the **Submit** or **Save for Later** options.*

▷ Email History

#### 4. REVISION HISTORY

---

##### Document Contributors

Contributors	Department
PRis Cantu	Systems Control
Jenny Ruiz	Systems Control
Esperanza Gallagher	Systems Control

##### Change Control Log

Version	Date	Description of Change	Contributor
1.0.0	04/13/2015	Initial Draft	Jenny Ruiz